



University of South Alabama

Grade Replacement Policy

Under certain conditions, when a course has been repeated, a student may request that an earlier grade not be used in the calculation of the USA grade point average.

Please note: a USA grade point average that includes grade replacement, may not be used for some purposes. For example, graduate and professional programs may recalculate your grade point average with no grade replacement for admissions decisions.

If you are receiving financial aid, please be aware that the Standards of Academic Progress Policy is separate from the Grade Replacement Policy. Replacement of a grade does not change the satisfactory academic progress calculation. All work attempted is part of this calculation and repeating courses could negatively affect your eligibility for financial aid. If you have questions please contact the Office of Financial Aid (251-460-6231 or finaid@usouthal.edu).

If you have received a University of South Alabama Scholarship that requires you to complete 30 semester hours/ academic year, be aware that repeating a course for grade replacement will not contribute additional credit hours towards satisfying the 30 semester hour requirement. This form must be processed prior to the deadline for scholarship review each semester. Contact the Office of Scholarship Services to obtain deadline dates.

This policy is subject to the following conditions:

- Only USA undergraduate students seeking a first bachelor's degree qualify for this policy.
- All attempts for each course are recorded on the transcript. Courses that are not used in calculating the GPA will remain on the transcript.
- Only courses taken at USA are eligible for grade replacement.
- Courses in which a B, C, D or an F was earned are eligible for grade replacement.
- A maximum of three course grades can be replaced. In each case, the student must have repeated the identical course with an improved grade relative to the course grade being replaced.
- It is possible for a student to have more than one grade removed from the GPA calculation for the same course. However each grade that is removed counts towards the maximum of three course grades that can be replaced.
- Course substitutions are not eligible for grade replacement. To be eligible, the repeated course must have the identical course number and identifier as that for the grade being replaced.
- Certain courses are not eligible for grade replacement. Courses that are not eligible include: Graduate courses, Honors courses, PE activity courses, internships/clinicals, health science professional courses, field experiences, research seminars, independent/directed studies, and special topics courses. Please check with your specific program for further restrictions on eligible courses.
- A course grade received as a result of academic misconduct does not qualify for grade replacement.
- Once a student graduates, a class may not be repeated to improve his/her grade point average.
- Grade replacement does not change a student's past academic standing.

Application Procedure

- Complete a Grade Replacement Application form* and turn it in to your College Advising office.
- Each course grade replacement request must be done on a separate form.
- Once a grade is replaced, the action is irrevocable.
- A maximum of three grades for repeated courses can be replaced. Additional requests will not be granted. This rule may not be appealed.
- This form may be turned in anytime before the awarding of the bachelor's degree.
- You will be notified through your [USA](mailto:usa@usouthal.edu) email of the approval or denial of this request. You may confirm by viewing your PAWS transcript.

**Form is available online at <http://www.southalabama.edu/registrar/forms.htm> and in your College Advising office.*

GRADE REPLACEMENT APPLICATION
(Complete one form per course)

You will be notified through your USA e-mail account of the approval or denial of this request.

Under the Grade Replacement Policy for a repeated course (*found on page 1*), I declare my intent to omit the following course grade from the calculation of my University of South Alabama GPA:

_____ J00 _____
Full Name (printed) Jag Number

_____ @jagmail.southalabama.edu _____
JagMail Email Address Daytime or Cell Phone # Anticipated Graduation Term

Course To Be Replaced: Prefix Letters: _____ Course #: _____ **Original Course Grade:** _____
Example: MA Example: 110

Term for Original Course (circle one): **Spring** / **Summer** / **Fall** **Year** _____

Term Course Repeated (circle one): **Spring** / **Summer** / **Fall** **Year** _____

I have read, understand and agree to the terms and conditions of the Grade Replacement Policy (*found on page 1*).

_____ Date _____
Student's Signature

To Be Completed by Dean's Office:

Eligibility Criteria

- Above course is not restricted from grade replacement
- Grade in above course to be replaced is either a B, C, D or F
- Student has not had three (3) course grades replaced

I certify that the above request meets the eligibility requirements for grade replacement.

or

The request does not meet the eligibility requirements for grade replacement.

_____ Date _____
College Academic Advisor Signature

Grade Replacement Approved
 Denied Reason: _____

_____ Date _____
Dean/Associate Dean Signature

For Registrar's Office Review:

- Meets Eligibility Requirements
- Does Not Meet Eligibility Requirements

Date Transcript Updated and Student Notified by email: _____ Initials _____